

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7965/R	UTILIZATION CERTIFICATE CONSTRUCTION ACTIVITIES		3/29/2016	ee	4/22/2016	
2	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)	DAPS	4/4/2013	VC	4/22/2016	
3	7408R	PURCHASE OF KITCHEN EQUIPMENT....	STR	4/5/2016	VC	4/22/2016	
4	7200R	PURCHASE OF COMPUTER FOR COMPUTER LAB	STR	4/5/2016	VC	4/22/2016	
5	126NO	विशिष्ट उधानीकरण कार्य	ee	4/6/2016	VC	4/22/2016	
6	7612R	Purchase of Deep freezer	STR	4/7/2016	VC	4/22/2016	
7	5579R	JRF-KAMLESH KUMAR VERMA	ACAD	4/7/2016	VC	4/22/2016	
8	7855R	RN BHARGAVA(TRAVEL HEAD-DST-SERB PROJ)	R	4/8/2016	VC	4/22/2016	
9	4843R	estate maintenance works	R	4/8/2016	VC	4/22/2016	
10	3483R	PURCHASEIN OF NURSERY SEEDS	R	4/8/2016	Cashier	4/22/2016	dispose off
11	4458R	PURCHASE OF GLASSWARE/FST	VC	4/11/2016	h-shs	4/22/2016	
12	3806R	COMPUTER COACHING FILE	RCP	4/11/2016	FO	4/22/2016	
13	4846R	DG set maintenance work	STR	4/12/2016	Cashier	4/22/2016	dispose off
14	5355R	UPCST Project Regarding Annual Report	pi	4/12/2016	VC	4/22/2016	
15	8103R	ADVANCE FOR ACADEMIC ACTIVITY DR. SUTANU MAJI	VC	4/12/2016	h-daps	4/22/2016	
16	5898R	OLT FILE	EXAM	4/13/2016	exam sec	4/22/2016	
17	8088R	Dr. Rima kumari DST-start up research grant	DES	4/13/2016	vc	4/22/2016	
18		imprest	dsw	4/18/2016	fo	4/22/2016	
19	281F	IMPREST	DAC	4/18/2016	SOII	4/22/2016	
20	8241R	PURCHASE OF PRINTER	DAP	4/18/2016	str	4/22/2016	
21	3238R	NET-JRF/UGC	DAC	4/19/2016	acad	4/22/2016	
22	1564F	TONER/CARTRIDGE/STATIONARY	EXAM	4/19/2016	ARF	4/22/2016	
23	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	R	4/19/2016	ARF	4/22/2016	
24	3566R	ENGAGEMENT OF LDC(02 NOS)	VC	4/19/2016	R	4/22/2016	

25	8289R	97/TRAVEL EXPENDITURE	R	4/19/2016	PROF.SUN ITA MISHRA	4/22/2016	
26	8288R	CONSUMABLE EXPENDITURE	R	4/19/2016	PROF.SUN ITA MISHRA	4/22/2016	
27	5963R	imprest	R	4/21/2016	fo	4/22/2016	
28	3920R	landline/fwll bill payment of VCS&Camp office	R	4/21/2016	Cashier	4/22/2016	dispose off
29	8273R	क्रेडिट बेसिस पर पेट्रोल डीजल भरवाये जाने के संबंध में	R	4/21/2016	ARF	4/22/2016	
30	7948R	PHOTOCOPIER MACHINE	R	4/21/2016	FO	4/22/2016	
31	8287R	MEDICAL REIMBURSEMENT FILE AS EMERGENT CASE SHRI G. BALAN	R	4/21/2016	ARF	4/22/2016	
32	3218R	IMPREST	R	4/21/2016	fo	4/22/2016	
33	3919R	landline bill payment	R	4/21/2016	Cashier	4/22/2016	dispose off
34	6878R	Consultancy proj:G water Dr. venkatesh dutta	R	4/21/2016	SOI	4/22/2016	
35	6701R	PHOTOCOPY WORK FOR UNI. LIB	R	4/21/2016	R	4/22/2016	
36	8279R	टाइप-ए आवास अनुरक्षण कार्य	R	4/21/2016	fo	4/22/2016	
37	3484r	Diesel for tractor	R	4/21/2016	fo	4/22/2016	
38	4082R	CHILDREN EDUCATION -3	VC	4/21/2016	Cashier	4/22/2016	dispose off
39	8222R	PURCHASE OF COMMITTEE FOR SERB- START UP GRANT		4/21/2016	SOI	4/22/2016	
40	3779R	PURCHASE OF P OSTAL STAMP	IAO	4/21/2016	ARF	4/22/2016	
41	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	EO		VC	4/22/2016	
42	7614R	UGC research field visit file			Cashier	4/22/2016	dispose off
43	6392r	UGC-JRF-MR. SHAMSHAD AHMED	vc	4/21/2016	soii	4/22/2016	
44	6175r	jrf-chandra shekhar sahai	vc	4/21/2016	soii	4/22/2016	
45	7156R	JRF VINEET KUMAR	vc	4/21/2016	SOII	4/22/2016	
46		caterers service for two-day national seminar on 30th & 31st march 2016	dhr	4/22/2016	fo	4/22/2016	

47	126NO	विशिष्ट उधानीकरण कार्य	vc	4/22/2016	arf	4/22/2016	
48	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	vc	4/22/2016	fo	4/22/2016	
49	8088R	Dr. Rima kumari DST-start up research grant	vc	4/22/2016	arf	4/22/2016	
50	7200R	PURCHASE OF COMPUTER FOR COMPUTER LAB	vc	4/22/2016	arf	4/22/2016	
51	5355R	UPCST Project Regarding Annual Report	vc	4/22/2016	arf	4/22/2016	
52	4218r	AMC OF AC P-2	R	4/22/2016	SA	4/22/2016	
53	8298R	PURCHASE OF HARD DISK	R	4/22/2016	FO	4/22/2016	
54		IMPRESTT	PRO	4/22/2016	STENO	4/22/2016	
55	8168R	RESEARCH LAB SED REQUIREMENT	R	4/22/2016	SOI	4/22/2016	
56	7612R	Purchase of Deep freezer	VC	4/22/2016	ARF	4/22/2016	
57	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)	VC	4/22/2016	ARF	4/22/2016	
58	5579R	JRF KAMLESH KUMAR VERMA	VC	4/22/2016	ARF	4/22/2016	
59	4395R	consumable & office stationary	VC	4/22/2016	ARF	4/22/2016	
60	7855R	RN BHARGAVA(TRAVEL HEAD-DST-SERB PROJ)	VC	4/22/2016	ARF	4/22/2016	
61	8301R	medical reimbursement (CSSEIP EMPLOYEES)	R	4/22/2016	STENO	4/22/2016	
62	8266R	TA FILE	R	4/22/2016	LDC	4/22/2016	
63	8306R	CONFERENCE AT HRDC CHANDIGARH	R	4/22/2016	FO	4/22/2016	
64	3534R	JRF	DPS	4/22/2016	STENO	4/22/2016	
65		SUSHIL KU. BHARTI UGC-SRF	DES	4/22/2016	STENO	4/22/2016	
66	5388R	Procurement of chemical for the proj..			ARF	4/22/2016	
67	3935R	Contingency UPCAR Proj.	DAPS	4/22/2016	Cashier	4/22/2016	dispose off
68		M.PHIL COURSE	HOD	4/22/2016	SOII	4/22/2016	
69	6338R	claim petition before sole arbitrator	LEGAL	4/22/2016	FO	4/22/2016	
70		icssr proj dr. shashi kumar		4/22/2016	SA	4/22/2016	